Admissions

Admission Requirements

A student wishing to be admitted to Cloud County Community College must meet one of the following requirements:

- A graduate of an accredited high school
- A recipient of a general educational development (GED) diploma
- A high school sophomore, junior or senior student with written permission from the high school principal
- A high school freshman enrolled in a recognized gifted program with an IEP and with written permission from the high school principal.

Applicants who do not meet any of the above requirements should seek admission as a special student.

Cloud County Community College reserves the right to deny a student admission or readmission if it is determined to be in the best interest of the college community to do so, or if the College is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.

Special Student Status

Applicants who do not meet one of the above requirements will be admitted with "special student" status and are considered non-degree seeking students. "Special student" status may be changed to degree seeking status upon graduation from an accredited high school, successful completion of a GED examination, or completion of 6 hours of college credit that are applicable to a degree or certificates offered by Cloud County Community College with a minimum GPA of a 2.0. A student admitted as a special student will not be eligible for federal financial aid and must follow all college regulations, pay all fees, attend class, and maintain satisfactory progress.

Admission Procedures

New Students

Students applying for admission to Cloud County Community College who have not completed previous coursework with the College should follow these steps:

1. Complete and submit an application for admission and return to the Admissions Office on either campus. Applications are available at any CCCC site, or online at www.cloud.edu.
2. Request a high school official transcript, including final grade and graduation date, or GED examination results to be directly sent to the Admissions Office, 2221 Campus Drive, Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to: Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441.
3. Request official transcripts from all previously attended post-secondary institutions be directly sent to Admissions Office, 2221 Campus Dr., Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to: Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441.
4. Transcripts of college credit earned prior to attendance at Cloud County Community College will be evaluated in their entirety. All transfer credit will be converted to the semester-hour system.
5. Submit ACT, COMPASS, or SAT scores (COMPASS testing is available through the CCCC Advisement Center and the Geary County Campus).

Official transcripts must be received to complete the student file or further enrollment may be denied.

All students using Financial Aid must have all high school/GED scores and previous college transcripts submitted and evaluated before Financial Aid will be awarded or packaged.

ACT, COMPASS or SAT scores are required for placement in Math and English courses. COMPASS testing is available on the Geary and Concordia campuses. English placement scores are valid if taken within five years of enrolling in an English course. Math placement scores are valid if taken within three years of enrolling in a Math course.

(Note: All required documents must be on file before the end of the student's first semester or further enrollment at CCCC may be denied. If all admission requirements have not been met, an Academic Hold is placed on the student, and no transcript of work completed at CCCC will be released.)

Transfer Students

Transfer students seeking a degree or certificate must request high school transcripts/GED scores and official transcripts from all previously attended post-secondary institutions be sent directly to the Admissions Office, 2221 Campus Drive, Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to the Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441. Transfer credit will be evaluated on a course-by-course basis and converted to the semester-hour system. Transfer students with academic sanctions from previous institutions may enroll at CCCC on probation. All transfer students who are using Financial Aid must have their high school transcript/GED scores and previous college transcripts submitted before Financial Aid will be awarded or packaged.

High School Students

Cloud County Community College will follow the same eligibility guidelines as established for concurrent enrollment partnerships for enrollment of all secondary students in college classes. High school sophomores, juniors and seniors, including homeschooled students, may enroll concurrently in college courses with written permission from the high school principal. A yearly cooperative agreement with the school district or the home study school must be on file with the College for college credit to be granted. Students can contact the high school counselor, local site coordinator or CCCC Coordinator of Concurrent Enrollment for more information.
Admissions

Gifted Students

Students who are freshmen in high school and enrolled in a recognized gifted program may enroll in college courses. Written permission from the high school principal and a copy of the student's IEP must be on file at the College for college credit to be granted. The IEP must be renewed each academic year. Students below 9th grade level will not be allowed to enroll in or to audit college classes.

Continuing Students

Former Cloud County Community College students who have not attended in the previous year must complete a new application, which is available online at www.cloud.edu, or at any campus location.

It is the responsibility of all students to inform Cloud County Community College of attendance at other institutions and provide the College with official transcripts from those institutions. If admissions requirements are not met, a student may be placed on Academic Hold with no transcript of coursework being released until the requirements are filled.

Non-Degree Seeking Students

Students who are admitted as non-degree seeking are required to submit official transcripts for any courses with a pre-requisite. Should the student status change to "degree seeking", all official transcripts must be received before financial aid, including scholarships and grant-in-aid awards will be dispersed.

Transient Students

Transient students are non-degree seeking students enrolled in CCCC courses with the intent of transferring CCCC credit hours back to his/her home institution. (Students taking CCCC courses with a prerequisite will need to submit and official transcript from his/her home institution as proof of meeting prerequisite.)

A transient student is defined as one of the following:
1. Currently enrolled (taking classes) as a student at another college or university (referred to here as "home institution") OR
2. Taking a break in attendance (not enrolled in the current term) from a home institution AND the intention of transferring any earned CCCC credits backs to a home institution without making a declaration to graduate from CCCC.

International Students

All international students wishing to take classes at CCCC must contact the Admissions Office and complete appropriate paperwork (at least six weeks prior to registration) before they will be allowed to enroll in classes.

Appropriate paperwork is as follows:
1. A completed application for admission.
2. A personal letter, addressed to the Director of Admissions, stating your reasons for selecting Cloud County Community College and describing the intended program of study.
3. Documentary proof of completion of all course requirements for graduation from high school (i.e. an official copy of high school diploma and/or matriculation certificate) and official copies of complete high school transcripts.
4. Official test scores demonstrating proficiency in both oral and written use of the English language. A minimum TOEFL (Test of English as a Foreign Language) score of 61 (IBT, internet based) or 500 (PBT, written test) is required. (Students may be required to enroll in appropriate English as a Second Language (ESL) class(es) upon their arrival.)
5. A completed statement of financial support, signed both by a financial sponsor (usually a parent or legal guardian) and by the student.
6. Each student must have a certified bank statement dated within six months of the start of classes showing the equivalent of $11,000 USD. This verifies that the sponsor has sufficient funds for sponsoring one year of study at Cloud. This is the estimated, one year cost for tuition, books, fees, housing and living expenses.
7. Each international student must have proof of health insurance. All international students must purchase a plan from the college's agreed upon options.

After these steps are completed, a committee will review the contents and make a decision regarding the student's admission. If the decision is favorable, an I-20 form and official letter of admission will be mailed directly to the student. These documents will allow the student to apply to the nearest U.S. Consular Office for an F-1 non-immigrant student visa. Once the visa has been obtained, the student will be permitted to enter the United States and begin full-time studies at CCCC.

Enrollment

Concordia Campus, Geary County Campus, Outreach, and On-line students pre-enroll prior to each semester and summer school. Pre-enrollment reserves a space in classes until registration. Students may select any one of several enrollment dates. During the enrollment process, students will write the COMPASS examination, if they have not previously submitted ACT scores. Test scores from these exams are used to help place students in suitable courses. Students with previous college credits must have copies of college transcripts on file prior to enrollment. Students taking courses off campus should enroll at the site on the first class night.

Registration

Registration is the final step in admissions, and involves orientation, paying tuition and fees, and buying books.

Online Courses

The maximum number of online hours to be completed in a semester is 12 hours. Students enrolled in 12 hours of courses have a full-time load and should anticipate the time commitment of a full term. Students are required to finish their online classes within the term or semester in which they enroll. Students begin their courses at the beginning of the term they are registered in
and have until the end of that term to complete their courses. Although online students do not have face-to-face meetings with their instructors, they are required to follow the deadlines their instructors have outlined in their syllabi regarding assignments, exams, and other due dates. Courses can be either eight or sixteen weeks. Students can discuss the length of their courses with their advisor during enrollment. Any eligible student may enroll in online classes. Current CCCC students must have a cumulative CCCC GPA of 2.0 or higher to be eligible to take online classes.

To ensure academic integrity of our online classes and adherence to NCAA guidelines, certain assignments or exams will be proctored. Following are the guidelines for obtaining a proctor:

- Proctors must have a computer on which the student can take the test.
- Proctors must have a business email address in order to be sent the test password.
- Proctors may not be a spouse, fellow student, neighbor, relative, coach, member of an athletic department, or close friend of the student.
- Identify a proctor who meets one of the following criteria:
  1. a librarian or someone in an administrative position in a library,
  2. a certified teacher, school counselor, administrator or other school official,
  3. a faculty member in an accredited college or university,
  4. a military officer with a higher rank than the student being proctored, or
  5. a corporate or government agency educational official.

Fees associated with proctoring services (if any) are the responsibility of the student.

Instructors will approve proctors and provide information to them pertinent to testing procedures. In the event that there is a reason to question a student's identity or academic integrity, instructors may require the use of a proctoring site or service selected by the instructor.

Students who are unable to secure an appropriate proctor may use the fee based Cloud County Community College's online proctoring service, ProctorU. For information on ProctorU, contact your instructor. Link: http://www.proctoru.com/cloud/

**Scholarships**

Scholarships at the Concordia Campus fall into four categories: Departmental (academic), Special Ability (music, drama, journalism, and livestock judging), Athletics, and Continuing and Endowed Scholarships. Scholarships at the Geary County Campus include: Presidential, Departmental, Continuing Education, and Activity Awards. Applications received prior to April 1 receive priority consideration. The counselor's verification of the student's transcript is required. For more information on scholarships, contact the Admissions Office at either campus, or go to www.cloud.edu.
**Residence Life**

*On Campus*

A unique experience in college housing is available at Cloud County Community College. On campus housing and two non-campus buildings provide housing for 364 students. Some apartments have their own kitchen, living room, dining area, two bedrooms and a bath shared by 4 residents. Others offer a private bedroom and a semi-private bath. An off campus apartment building offers students a chance to enjoy on campus benefits, but the independence of living off campus.

An Honor’s house is located right across the street from the campus. This living arrangement is by application only and is for those students who demonstrate great leadership in the classroom and elsewhere.

A campus apartment handbook is provided to each campus resident and is available upon request. Contact the Residence Life department for a current housing contract.

The Residence Life Office also provides many activities and socials for all students. The Resident Assistants strive to make the on campus living a memorable and positive experience.

*Off Campus*

The Residence Life Office maintains a list of off-campus rentals. Some are within walking distance of the college.

**Library**

The library supports the educational experience by providing current innovations in information retrieval as well as traditional library resources and services. The Library staff offers individual and classroom instruction in the effective use of resources, and provides access to resources not owned by the library through interlibrary loan and online databases.

The library currently has two collections - Concordia Campus and Concordia AV. Materials in both collections can be found through the online Library catalog located on the Library Webpage. In addition, over 40 databases can also be accessed through our online catalog. Please contact the library staff at library@cloud.edu for questions regarding your login.

The Audiovisual Lab contains instructional materials which faculty use to enhance classroom instruction. The AV Lab also provides viewing stations for in-lab student use.

Other services provided in the Library include: Access to 21 computers and a printer for student use, several print magazines and print newspapers available for use, and an inviting atmosphere to enjoy.

**Hava Java Coffee Shop**

The Library is also home to the *Hava Jave Coffee Shop* which is open on instructional days from 8:00 am - 8:00 pm on Monday through Thursday and 8:00 am - 4:00 pm on Fridays. Hava Java offers a variety of hot drinks to purchase including coffees, lattes, mochas, cappuccinos, hot chocolate and a variety of hot teas as well as on-the-go snacks. Stop in on your way to class or stay awhile to study and enjoy the atmosphere of our recently renovated library.

**Student Success Center**

The mission of the Student Success Center at Cloud County Community College is to provide instruction and services to support the academic success of all students and assist faculty effectiveness in classroom teaching. The Student Success Center offers a variety of services to support students; these include tutoring, test proctoring, and academic coaching. For students who present documentation of specific disabilities, accommodations are provided. Writing assistance and editing for academic papers is also provided for students through the SSC.

The Student Success Center provides tutoring services for a variety of courses each semester FREE of charge to CCCC students. Students in need of tutoring may stop by the SSC or make an appointment. To become a peer tutor, students must have already taken the course for which they tutor or have demonstrated competency in the subject being tutored. Peer tutors must also have a minimum 3.0 grade point average, obtained a grade of “A” or “B” in the class tutored, have the recommendation of the course instructor, and receive training in tutoring theory and skills.

The Student Success Center staff will proctor tests for students who need to take a make-up test or need accommodations. Proctoring is provided for CCCC courses, online courses, and non-CCCC courses. Instructions given by the instructor are strictly followed. The instructor will be notified of any test discrepancies. To schedule test proctoring call the SSC at 243-1435, x231.

The Student Success Center is open on Monday, Tuesday, Thursday, and Friday from 8:00 am to 5:00 pm, and Wednesday from 8:00 am to 6:00 pm.

**TRiO Student Support Services**

The TRiO Student Support Services program is a support network serving students who are historically under-represented in education: First-generation, low-income, and/or students with documented learning disabilities. The TRiO program provides assistance and support toward graduation.

Students at both the Concordia and Geary County campuses can qualify to participate in the TRiO program. They can receive services such as free one-on-one tutoring from an Academic Specialist, workshops and training opportunities, transfer and scholarship assistance, campus visits to four-year universities, cultural enrichment activities, referral services, and every day support for life’s ups and downs.

Office hours for TRiO staff are Monday through Friday, from 8 a.m. to 5 p.m. For more information, please contact the TRiO staff at trio@cloud.edu.

**Adult Education Program**

The Adult Education (AE) program is designed for students who are not yet eligible for admission to the College because of insufficient basic skills or lack of a high school diploma. As a service to the College service area, the program provides teacher directed instruction in math, reading, writing, science and social studies; understanding computer word processing; preparing for
Students like to spend time in the Student Union, as it provides an enjoyable setting for relaxation and conversation. It is close to the T-Bird Café and other Student Services areas.

**Thunderville**

Thunderville is the College game room and TV Lounge. The Lounge is used to host special entertainment and gatherings that students enjoy. Foosball, pool, table tennis, air hockey, and a Wii entertainment center are available for student use.

**Bookstore**

The College Bookstore provides textbooks, laboratory supplies, writing supplies, supplemental reading materials, as well as personal and gift items.

**Student Activities, Clubs, Organizations**

An important part of any college experience is the extracurricular activities. Listed below are organizations and activities for student enrichment at CCCC. Each club must recharter each year.

- Academic Excellence
- Education & Support Group
- Ag Business Team
- Equestrian Club
- Archery Club
- FCLA
- Athletic Trainers
- Fellowship of Christian Athletes
- Block & Bridle
- Cheerleading
- Horse Judging
- Cheerleading
- Christian Challenge
- KVCO Radio
- Cloud Drama Club
- Livestock Judging Team
- Cloud English Club
- Phi Theta Kappa
- Collegiate FFA
- Resident Assistants

The GED to earn a Kansas High School Diploma; and gaining job and living skills. Students also have the opportunity to earn Technology Certificates WorkReady Credentials and some industry recognized certificates

In addition to the Centers on the Concordia and Geary County campuses, an outreach center is also located in Clay Center. Because the AE program is grant-funded, classes are free of charge. However, there is a minimal fee for materials and testing.

An individual must be more than 16 years of age and not enrolled in any other school to meet requirements of the program. Classes are scheduled to accommodate adults’ schedules.

The AE Center also offers the Official GED Practice Test to individuals interested in taking the Official GED Test. Students in the AE program who pass their GED and receive a Kansas High School Diploma are eligible to participate in an annual GED graduation ceremony and receive a tuition free scholarship for one three-credit hour class at Cloud County Community College.

**Veterans**

Cloud County Community College welcomes any undergraduate veteran, active duty, and reservist students. Veterans may receive college credit for military experience and courses taken on active duty as described in the Guide to the Evaluation of Experiences in the Armed Services. Contact the Veteran’s Representative at our Concordia Campus or the Military Liaison at the County Campus for more information.

**Health Services**

Students have access to free medical services provided by a Nurse Practitioner during the fall and spring semesters. The Student Health Clinic is located above the gym in room UG308 on the Concordia Campus. The office number for the Nurse Practitioner is 785-243-1435, ext 237, but the best method of contact is to e-mail at jkirkwood@cloud.edu. Appointments can be made via email M-F from 9:00 am to 5:00 pm. The clinic is open for walk in appointments most Wednesday, Thursday, and Friday evenings.

The Nurse Practitioner has National Certification by the American Association of Nurse Practitioners. Services available include sports physicals, medical exams and diagnoses and treatment of illnesses and injuries. When indicated, lab and x-rays may be ordered by the Nurse Practitioner and obtained at the local hospital. Students are responsible for payment of these services, as well as for any prescription medications ordered from the pharmacy of the student’s choice. The Nurse Practitioner also provides health counseling services and referrals and information regarding health issues.

**Counseling**

The counseling program offers assessment and short-term assistance. The Nurse Practitioner will determine if additional sessions can be arranged. Normally, however, the Nurse Practitioner will refer the student to agencies in the community prepared to provide services over an extended period of time. Referrals will be accepted from any source. Students may refer themselves. Referrals of students will also be accepted from other students, parents, faculty, staff, and other agencies in the community. Referrals should be made to the CCCC Nurse Practitioner.

**Children’s Center**

Full or part-time child care for children (age six weeks to six years) is available at the Children’s Center, located on the Concordia Campus. Children of full-time students are given priority at the center, which is operated by a professional staff. For more information, call (785) 243-3027. The Cloud County Community College Children’s Center is licensed through the Department of Health and Environment.

**Food Service**

Food service is provided by an outside vendor. The College hires a contractor who specializes in food service operations for businesses and public institutions. Residence Life students receive 17 meals per week as part of their contract. Off campus students may purchase a 5 or 10 meal plan, pay cash at the register, or purchase a 10 meal punch card. Meal prices change from year to year, however, pricing in any one year will be very competitive with local markets. Details about food service offerings, including current prices, are available from either the Auxiliary Services Office or the Food Service Contractor.

**Student Union**

Students like to spend time in the Student Union, as it provides an enjoyable setting for relaxation and conversation. It is close to the T-Bird Café and other Student Services areas.
Collegiate Farm Bureau  Rodeo Club
Concert Choir  Rolling Thunder Pep Band
Crops Judging  Student Activities Board
C-Zone (Pep Club)  Student Ambassadors
Dance Team  Student Senate
Early Childhood Education  Yearbook

Phi Theta Kappa
For three-quarters of a century, Phi Theta Kappa has signified a commitment to academic excellence and leadership accomplishment for community college students throughout the nation. Cloud County Community College received its Phi Theta Kappa charter in the late 1960’s, and has maintained a strong presence on campus, and in the state, since that time. As a member of Phi Theta Kappa, Cloud County students may find greater accessibility to scholarships at transfer institutions. In the past twelve years, the College has had three recipients of the Guistwhite Scholarship. In order for students to enjoy these and other benefits of the organization, they must have a 3.5 cumulative GPA after completing 12 college credit hours. New members are initiated once per semester, both at the Concordia campus and at the Geary County Campus.

Intercollegiate Athletics
Men's and women's intercollegiate athletics offer a variety of sports, giving student-athletes the opportunity to compete at the collegiate level. Cloud County Community College has been a member of the Kansas Jayhawk Community College Conference since 1996, which is considered by many as the strongest NJCAA conference in the country. Thunderbird teams have competed in national tournaments in men's and women's basketball, men's and women's soccer, softball, and volleyball, which include a NJCAA National Championship in women's basketball in 2001. Student-athletes in cross country and track and field have achieved national champions for both men and women. Hundreds of individual Thunderbird student-athletes have been recognized as NJCAA All-Americans, as well as achieving Academic All-American status. Many Cloud County alumni transfer on to NCAA Division I, Division II, and NAIA institutions to further their academic and athletic careers. Several Cloud alumni have even made their way into the professional ranks in baseball, track and field, men's and women's basketball, and men's soccer. In addition to great student-athletics, Cloud County has a first rate coaching staff that is highly decorated and respected throughout the country. Cloud County Community College offers intercollegiate sports in volleyball, baseball, softball, men's and women's basketball, men's and women's cross country, men's and women's indoor track, men's and women's outdoor track, and men's and women's soccer.

Intramurals
The intramural sports program offers a variety of physical activities designed to meet the diverse needs and interests of the students, faculty, and staff of Cloud County Community College. This program offers the opportunity to develop and maintain physical fitness, to compete with and against other members of the campus community, as well as provides a change from the routine of academic life. Participants have the opportunity to choose from various team and individual sports.

The success of any program depends upon participation and all students, faculty, and staff are encouraged to take an active part in the intramural program. The pleasure experienced will be well worth the effort.

Liability Statement
All participants should be duly aware of the risk and hazards involved in intramural/recreational sports and fitness activities. All participants should voluntarily elect to utilize Cloud County Community College facilities, and participate in programs recognizing present conditions and further agree to voluntarily assume all risk of loss, damage, or injury that may be sustained while using college facilities or participating in programs.

Cloud County Community College assumes NO responsibility for cost involved with individual injury or property damage incurred in connection with the use of college facilities.

Participants are reminded that they should review their own situations to determine if they have adequate insurance or protection.

It is recommended that all participants have a complete physical before engaging in any physical activities at Cloud County Community College.

Advise ment Center
Students contacting The Advisement Center should have the following information ready:
1. Name and student ID number
2. Major, if applicable
3. Semester of their last Cloud course
4. Students with credits from other colleges must have official transcripts from these colleges on file in Cloud's Student Records Office prior to enrolling in courses with prerequisites. Students should contact their previous colleges as soon as possible to avoid advising delays.
5. Test scores, if applicable. Students who have taken the ACT or SAT within the last three years should have scores on file. Students who do not have scores on file will take the Compass Placement Test.
6. Transfer university, if applicable.

Because each student is unique, advisors make recommendations based upon individual student transcripts. Advisors analyze transcripts and assist students in choosing courses that support their life and career goals.

Concordia Campus - The Concordia Campus Advisement Center is located in the Student Union. The Center is open daily from 8 am to 5 pm with faculty advisors working on rotating one hour shifts between 8 am and 4 pm. Advisors are available at other times by appointment. Students enrolled on campus in more than six hours are assigned an advisor associated with their major. Students have the option of talking with the on-duty advisor or making an appointment with their assigned advisor during
their scheduled advising time. Students can contact their advisor via email during the fall and spring semesters or the Concordia Campus Advisement Center at 1-800-729-5101, ext 275 or advisement@cloud.edu.

Geary County Campus - The Geary County Advisement Center is conveniently located in Building A at 631 Caroline Avenue in Junction City. The Center is open Monday through Thursday from 8:00 am to 6:00 pm and on Friday from 8 am to 5 pm. Faculty advisors are available to students by appointment and walk-in basis. Contact GCC Advisement at 1-800-729-5101, ext 714 or GCadvisement@cloud.edu.

Online and Outreach - Students taking classes at outreach sites or via the Internet can contact their advisor by emailing advisement@cloud.edu.

Students should discuss their specific degree requirements with their academic advisors throughout their academic career. While an academic advisor is to be of help to a student in planning and confirming the student's progress toward graduation, ultimately, it is the student's responsibility to be familiar with the requirements for graduation, to be aware of the number of hours he or she has completed toward graduation, and to determine the transferability of the College's courses to other post-secondary institutions.

The Advisement Center has received two national awards for its service to students. The National Academic Advising Association (NACADA) and ACT honored the Advisement Center as the Outstanding Two Year College Advising Program in the nation. This is the highest honor awarded to college advising programs. The Advisement Center, along with the Learning Skills Center, also received the National Center for Student Retention Award of Excellence.

The first Outstanding Faculty Advisor Award ever given by Region 7 of the National Academic Advising Association was given to a faculty advisor at CCCC.

While academic advisement is the primary function of the Advisement Center, several additional services are offered through the Center to support advising. These include assessment, orientation, transfer information, and campus visits from transfer college representatives. The Center also makes on-campus and community referrals for many other services, including financial aid, career counseling, student housing, in-depth personal counseling, and health care.

CAREER AND TRANSFER CENTER

The Career and Transfer Center is committed to assisting students in determining their career path and successfully accomplishing their transfer and employment goals. The Career and Transfer Center develops and offers to students numerous programs and services to assist them with career decision making, transfer college planning and job search exploration.

The Career and Transfer Center is available to all students who wish to explore the world of work. Information about careers, firms and agencies; opportunities to meet with prospective employers; assistance to students and alumni in assessing their career decisions; and follow-up services and records is provided. Faculty can help students improve employment potential by acquainting them early with a wide array of services and special opportunities available to them through this office.

Cooperative Education – Opportunities exist to enhance the academic background of the student with an on-the-job work experience related to the student's academic major. See CA220.

Career Exploration – Computer systems and tests that assist in career decision making are available.

Career Assistance – Career exploration, development and resource assistant is available.

Career Development Classes and Workshops – Specialized classes help students in career exploration, development and employment opportunities.

Job Search Class – Specialized class assists students in developing techniques to better prepare them for their job search. Professionally prepared resumes, cover letters and simulated interviews all comprise what will prove to be an edge when searching for employment.

Internet – Internet access and assistance for job search and employer research.

On-Campus Interviews with National and Local Recruiters – Consult the Career and Transfer Center staff regarding contact opportunities.

Employment Listings – An Internet Job Vacancy Bulletin is available on-line or in hard-copy upon request. The Career Center staff is available to assist in temporary, part-time, or full-time job searches both locally and nationally.

Career Information Library – Information on employment opportunities for Cooperative Education work experiences, and full and part-time employment.

FEDERAL FINANCIAL AID

Introduction

A college education is among the most valuable investments a person can make. Many of Cloud County Community College's students rely on financial aid to help with the expenses of a college education. Financial assistance is available through federal, state, local, private organizations, and institutional financial aid programs in the form of grants, scholarships, work-study, and loans. The goals of the Cloud County Community College Financial Aid Office are: (1) to inform students of resources to access a post-secondary education; (2) to provide financial aid information to students to help them complete their program of study; and (3) to assist students in balancing gift-aid and self-help aid.

Financial Aid Philosophy

Cloud County Community College adheres to the philosophy of the U.S. Department of Education which states that the cost of
higher education rightfully should be the responsibility of the student and his or her family, provided they can afford the expense; if the student and family are not financially capable of assuming total educational costs, the federal programs of financial aid are designed to assist the student with his or her unmet need. This philosophy not only provides students with access to higher education, but also gives them a choice of post-secondary institutions.

What is Student Financial Aid?

Student financial aid is money from the federal government to help students pay their educational expenses at an eligible institution. The main purpose being to supplement, not replace, the Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA). There are a variety of sources for student financial aid – scholarships and grants, work-study and loans. The criteria for these sources can be merit-based, need-based, skill-based, etc.

The majority of student financial aid is available through the federal government and eligibility is determined by completing the FAFSA. This application is available online at http://www.fafsa.ed.gov/. Accuracy is of the utmost importance when completing the FAFSA, since verification may be required of the information submitted. If a student's file is selected for verification, supporting documents will be requested. A student's financial aid file will not be complete and awarded until all requested documents have been received and verified.

NOTE: The Title IV School Code for Cloud County Community College is: 001909.

If you have any questions, or need assistance in completing a FAFSA, call the Financial Aid Office (785-243-1435, ext. 281), or visit the Financial Aid Office on the Concordia Campus or Student Services on the Geary County Campus.

For estimated aid to be on student accounts at the time of payment please complete the FAFSA application by the priority dates: Fall 2015 - FAFSA completed by May 15, 2015
Spring 2016 - FAFSA completed by November 1, 2015
NOTE: All requested financial aid documents must be received and verified prior to awarding Federal Financial Aid.
Federal Financial Aid Eligibility

Traditional and non-traditional students are encouraged to apply for student financial aid. Selection to receive financial assistance through Cloud County Community College will be made without regard to age, sex, race, color, religion, national origin, or handicap.

Requirements For Federal Student Financial Aid

Students must:
- Demonstrate financial need (for most programs);
- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security number;
- Have earned a high school diploma, GED certificate, or have been home-schooled;
- Enroll as a regular student in an eligible degree or certificate program;
- Register (or have registered) for Selective Service if a male between the ages of 18 and 25;
- Sign statements regarding Educational Purpose and Certification on overpayments and Defaults (both are on the FAFSA);
- Make satisfactory academic progress.

All students who are using Financial Aid must have all previous college transcripts submitted and evaluated for Satisfactory Academic Progress before aid will be awarded.

Enrollment Status for Federal Financial Aid

Types of Federal Financial Aid

Federal Pell Grant

The Federal Pell Grant is a need-based grant, funded by the federal government for undergraduate students who have not earned a bachelor's or professional degree. The maximum award is determined every year by the student's EFC, and their enrollment status for each semester they attend. This grant money is to be used toward education-related expenses.

The amount of Federal Pell Grant funds the student may receive over their lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding the student can receive each year is equal to 100%, the six-year equivalent is 600%.

To determine how much of the maximum six years (600%) of Pell Grant the student has used each year, the U.S. Department of Education (ED) compares the actual amount the student received for the award year with the student's scheduled award amount for that award year. Please access the National Student Loan Data System nslds.ed.gov to determine the student's Lifetime Eligibility Usage (LEU).

If the student's LEU equals or exceeds 600%, the student may no longer receive Pell Grant funding. Similarly, if the student's LEU is greater than 500% but less than 600%, while the student will be eligible for a Pell Grant for the next award year, the student will not be able to receive a full scheduled award.

FEDERAL PELL GRANT FUNDS MAY NOT BE RECEIVED FROM MORE THAN ONE INSTITUTION PER SEMESTER.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students who have not earned a bachelor's or professional degree. Students who will receive Federal Pell Grants and have the most financial need will be awarded FSEOGs first. This grant money is to be used toward education-related expenses.
Federal Work-Study

The Federal Work-Study program provides part-time jobs for students with financial need, allowing the student to earn money to help pay educational expenses, while gaining practical work experience. At CCCC, a student will normally be employed for one academic year (August through May). Summer employment (June and July) may also be available. The work-study positions may be located on or off campus, and the pay rate is at least the current federal minimum wage. The scheduled hours and pay may vary according to the job position. The amount earned cannot exceed the total amount of the work-study award. The student and their supervisor are expected to cooperate in ensuring that the student does not work more than the contracted hours. Failure to stay within the contracted hours may bring about a department without assistance of a work-study student. Monies for hours worked in the Federal Work-Study program will be paid as a payroll check on the 5th of each month by the Human Resource Assistant. If the 5th falls on a weekend, checks will be available the following Monday.

An application and list of work-study jobs is available in the Financial Aid Office or online at www.cloud.edu. Applications must be completed each academic year. Priority is given to full-time students in good standing. Students interested in the work-study program are encouraged to apply early as these funds are very limited. Before a student may start working, the following are required:

- Complete Financial Aid File
- Work-Study Application

All students will be required to attend the Federal Work Study Orientation and complete and/or provide the following:

- W-4
- K-4
- I-9 (social security card or birth certificate will be required to complete the I-9)
- Work-study contract
- A valid photo ID (i.e. Driver’s license)

William D. Ford Federal Direct Loan Program

Loans made by the federal government, called federal student loans, usually offer borrowers lower interest rates and have more flexible repayment options than loans from banks or other private sources.

Students must be enrolled and attending at least 6 credit hours per semester to be eligible for Federal Direct Loans.

NOTE: Cloud County Community College does not participate in alternative loan programs.

Before you take out a loan, it's important to understand that a loan is a legal obligation that you will be responsible for repaying with interest. You may not have to begin repaying your federal student loans right away, but you don't have to wait to understand your responsibilities as a borrower.

Be a responsible borrower.

- Keep track of how much you're borrowing. Think about how the amount of your loans will affect your future finances, and how much you can afford to repay. Your student loan payments should be only a small percentage of your salary after you graduate, so it's important not to borrow more than you need for your school-related expenses.
- Research starting salaries in your field. Ask your school for starting salaries of recent graduates in your field of study to get an idea of how much you are likely to earn after you graduate.
- Understand the terms of your loan and keep copies of your loan documents. When you sign your promissory note, you are agreeing to repay the loan according to the terms of the note even if you don't complete your education, can't get a job after you complete the program, or you didn't like the education you received.
- Make payments on time. You are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You must pay the full amount required by your repayment plan, as partial payments do not fulfill your obligation to repay your student loan on time.
- Keep in touch with your loan servicer. Notify your loan servicer when you graduate; withdraw from school; drop below half-time status; transfer to another school; or change your name, address, or Social Security number. You also should contact your servicer if you’re having trouble making your scheduled loan payments. Your servicer has several options available to help you keep your loan in good standing. The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:
  - Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
  - Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
  - Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid.
  - Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer. Go to StudentAid.gov/repay-loans/consolidation for more information.

What's the difference between Direct Subsidized Loans and Direct Unsubsidized Loans?

- Direct Subsidized Loans have slightly better terms to help out students with financial need.

Overview of Direct Subsidized Loans:

- Direct Subsidized Loans are available to undergraduate students with financial need.
- The institution determines the amount the student can borrow, and the amount may not exceed the student's financial need.
PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

Overview of Direct PLUS Loans:
- The U.S. Department of Education is the lender.
- The borrower must not have an adverse credit history.
- The maximum loan amount is the student’s cost of attendance (determined by the school) minus any other financial aid received.
- The parent is responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If the parent chooses not to pay the interest while the student is in school and during grace periods and deferment or forbearance periods, the interest will accrue (accumulate) and be capitalized (that is, the interest will be added to the principal amount of the parent’s loan).

The Direct PLUS Loan enters repayment once the loan is fully disbursed (paid out). The parent borrower may contact their loan servicer to request a deferment:
- while the parent or the student is enrolled at least half-time and
- for an additional six months after the student ceases to be enrolled at least half-time.

If your loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due.

For Direct Loans the maximum loan limit per year for freshman (0-29 hours completed) will be $5,500.00 per year (up to $3,500.00 of which may be subsidized loans). The maximum loan limit per year for sophomores (30-64 hours completed) will be $6,500.00 per year (up to $4,500.00 of which may be subsidized loans). Independent students may be eligible for an additional $4,000.00 in unsubsidized loans. Please contact the Financial Aid Office to determine eligibility. These amounts are based on full time enrollment status and all federal aid may not exceed the school’s budget or cost of attendance.

The annual maximum loan amount an undergraduate student may receive must be prorated when the borrower is enrolled in a program that is one academic year of more in length, but is in a remaining period of study that is shorter than a full academic year.

Bear in mind that loan limit proration determines the maximum loan amount that a student may borrow for a program or remaining balance of a program, not the loan amount that the student actually receives. In some cases, the actual loan amount that the student is eligible to receive (based on costs, EFC, and other aid) may be less than the prorated loan amount.

The interest rate for a William D. Ford Direct Loan is variable, and is adjusted every July 1, and will be set by Congress. Loan funds are to be used towards education related expenses.

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow. You’re responsible for repaying the entire amount you borrowed and not just the amount you received.

NOTE: CCCC requires the student to complete a FAFSA before certifying all loans. Entrance Counseling and a signed Master Promissory Note (MPN) are a requirement under the federal default-reduction regulations before disbursing the loan funds.

All students who are using Financial Aid must have all previous college transcripts submitted and evaluated for Satisfactory Academic Progress before aid will be awarded.
Disbursement and Refund Information

Cloud County Community College will not hold credit balances to pay for a subsequent semester. All students who have a credit balance will be issued a refund either by check or through Direct Deposit on the Financial Aid Refund day.

Students who are issued a refund check may pick up their checks in the business office on the Concordia Campus prior to 4:00 pm on the scheduled Refund Day. After 4:00 pm all refund checks will be mailed to the student's legal home permanent address. Students who have completed the Direct Deposit / EFT Authorization form will have refunds directly deposited to the student's designated account on the scheduled Refund Day.

Students may use Estimated Financial Aid credit to purchase books from the CCCC Bookstore. Students must provide the bookstore with a copy of their course and fee statement indicating their Estimated Financial Aid. Students may choose to opt out of this opportunity.

The Financial Aid office will send students e-mail notification of the amount of Title IV aid disbursed to student accounts. This notification will include information regarding the student's right to reduce or cancel any portion of their student loan.

CCCC must return to the Department of Education any FSA program funds, except FWS Program funds, that it attempts to disburse directly to a student or parent if the student or parent does not receive the funds or cash the check. Students may also check their student account balance on the web through https://icloud.cloud.edu/ics/.

NOTE: Before receiving funds, students may be required to verify their attendance and certify they are working toward a degree in an eligible program. Student financial aid files that are completed late will be processed and disbursed as received. No federal aid can be expected to be disbursed before October 1 in the Fall semester, or before March 1 in the Spring semester.

Withdrawals

If a student is scheduled to receive any type of financial assistance, withdrawal from classes may adversely affect their awards. It is best to visit with the Financial Aid Office concerning any class withdrawals. The student is responsible for notifying the Financial Aid Office when they drop any classes or totally withdraw from school. Total withdrawal will cause a student to be placed on Financial Aid denial and ineligible for financial aid. If a reduction in credit hours causes an over-award of financial aid awards, the student will be responsible for the repayment of any over-award that was paid. Students must also complete loan exit counseling.

Students who wish to withdraw must notify the following offices and complete the necessary paperwork:
Concordia Campus/Outreach and Online students - Academic Advising Office
Geary County Campus students - Student Services

Return of Title IV Funds

Students receiving financial aid who withdraw, stop attending, or receive all W, F's or I's may be required to return a portion of financial aid received. Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment.

Students “earn” a percentage of the funds they are disbursed with each day of class attendance. If a student withdraws or stops attending classes, whether any credits have been awarded for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received.

Students who wish to withdraw must notify the appropriate office and complete the necessary paperwork. Concordia Campus students, outreach students, and online students need to contact the Advisement Office on the Concordia Campus. Geary County Campus students need to contact the Student Services Office on the Geary County Campus.

For Title IV purposes, the date of last attendance or withdrawal date is one of the following:
- The date the student provides official notification of their intent to withdraw,
- If the student requests the withdrawal process by phone and the withdrawal form is mailed to the student by the Advisement Center or Student Services, the date the form is mailed will be the date of official withdrawal,
- If the student did not officially withdraw, the midpoint of the payment period for which financial aid was disbursed or a later date documented by the student's instructor(s), or
- The date of documented attendance in an academically related activity (i.e. documented attendance in a class or lab).

Order of Return of Federal Financial Aid Funds - The school will return unearned federal financial aid for which the school is responsible by repaying funds to the following sources, in order, up to the total received from each source until the total amount of the school's responsibility has been satisfied:
- Unsubsidized Stafford loans
- Subsidized Stafford loans
- PLUS loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Other Title IV assistance (not including FWS)

If a student attends through 60 percent of the term, all Title IV financial aid is considered earned. However, withdrawing from classes will affect a student's satisfactory academic progress and eligibility for additional financial aid.

NOTE: Examples of various Return of Title IV Funds calculations are available in the Financial Aid Office.

Institutional Refund Policy for Complete Withdrawal of Classes
Long semester (16-week) Courses:
1. 100% of tuition and fees, 1st through 5th class day
2. 50% of tuition only, 6th through 10th class day
3. 25% of tuition only, 11th through 20th class day
4. After 20th class day no refund.
* Any refunds due to students will be made after the 20th class day or later.
(See page 22 for complete refund policy information.)
Satisfactory Academic Progress Policy

Federal regulations require that a student must be making Satisfactory Academic Progress (SAP) in a certificate or degree program in order to be eligible to receive Federal Financial Aid. Federal Financial Aid includes Federal Pell Grant, Federal SEOG, Federal Work-Study and student loans.

The SAP process is measured by qualitative and quantitative standards at the end of each semester. Factors used to determine progress are (1) cumulative grade point average; (2) cumulative credit hours attempted; (3) completion time frame (measured in credit hours) allowed to complete a certificate or degree program.

SAP is calculated for each student at Cloud County Community College. Academic transcripts are reviewed for all previous enrollments including enrollment periods and transfer hours which were completed during a term when financial aid was not requested or received. Courses with a recorded grade of “F” (failure), “I” (incomplete), and “W” (withdrawn) or repeated courses are considered toward total hours attempted. For purposes of determining SAP progress at the end of the semester, “I’s” (incompletes) are treated as “F’s”. If a student completes the course and the “I” grade is changed to an “A”, “B”, “C”, or “D”, it is the student’s responsibility to notify the Financial Aid Office and provide verification of the completion.

TRANSFER STUDENTS: Students transferring from another institution will have their SAP status reviewed prior to any Financial Aid being awarded. Transfer hours will be counted as both hours attempted and hours completed.

SAP standards are evaluated following each semester (fall, spring, and summer) for students receiving Federal Financial Aid. Cloud County Community College students requesting Federally Funded Assistance must meet or exceed all standards listed below:

1. Cumulative grade point average:
   Students must maintain a 2.0 cumulative GPA.
2. Pace – Completion of attempted credit hours:
   Students must successfully complete two-thirds of cumulative credit hours attempted.
3. Maximum time frame in which to complete a course of study:
   Students may not attempt credit hours in excess of 150% of the hours necessary to obtain their degree or certificate program. All attempted hours are considered regardless of whether or not they apply to the students current degree or program. Only specific courses required to complete the student’s program are eligible for Federal Financial Aid.

FINANCIAL AID WARNING: Students who fail to meet the above listed academic progress standards at Cloud County Community College will be placed on Financial Aid Warning for the following semester or the next semester that a student attends. Students placed on Financial Aid Warning will remain eligible to receive Federal Financial Aid as long as they meet or exceed the required SAP standards in the following semester. Denial of Federal Financial Aid will occur if the requirements are not met during the warning period.

FINANCIAL AID DENIAL: Student placed on Financial Aid Denial will not be eligible for Federal Financial Aid funds. Students will be placed in Financial Aid Denial based on the following criteria:

- Total withdrawal or failure to successfully complete any credit hours enrolled in for the semester (i.e. all “W’s”, “F’s”, or “I’s”).
- Did not meet requirements of Financial Aid Warning
- Students who have received an Associate Degree or attempted 96 or more credit hours but have not met their program requirements. Only specific courses required to complete the student’s program are eligible for Federal Financial Aid.

Students placed on Financial Aid Denial will be notified in writing by the Financial Aid office as soon as possible after the determination of the denial. Financial Aid Denial does not mean that a student is prohibited from attending Cloud County Community College, as long as all other requirements for attendance are met. Students are not eligible to receive Federal Financial Aid funds and must assume responsibility for the payment of the direct costs (tuition, fees, books, dorm, etc.) at the time of enrollment.

FINANCIAL AID REINSTATEMENT: A student’s eligibility for Federal Financial Aid will be reinstated when the student meets the minimum SAP standards and notifies the Financial Aid Office in writing.

Students placed on Financial Aid Denial have the right to appeal the Denial if they feel they have unusual circumstances that warrant an exception to policy. The appeal process is available to any student placed on Financial Aid Denial that has specific mitigating circumstances which prevented the student from maintaining SAP.

An appeal may not be heard if:
- The student has been dismissed from the college.
- The student has not been academically reinstated by the Academic Affairs Office.
- The student owes any fees to college.
- The appeal request is for the current semester and is received after the semester’s mid-term.

Students must follow the appeal process outlined below.

- Denied students will receive a letter and a Satisfactory Academic Progress Appeal form at the end of the semester in
which they failed to meet the SAP requirements.
- Students placed on Denial who have pre-enrolled will not have their enrollment deleted but will be responsible for making payment arrangements in the Business Office. Financial aid that may have been awarded for the next academic term will be deleted from the student's account and required payment of the student account becomes the student's responsibility.
- The Satisfactory Academic Progress Appeal form with supporting statements and documentation from appropriate sources (i.e. physician, certified psychologist, psychiatrist, mental health clinic, attorney, academic counselor, employer, etc.), must be returned to the Financial Aid Office by the first day of class for the semester of enrollment following the denial. The students appeal needs to include "Why they failed to meet SAP” and “What has changed that will allow the student to make SAP at the next evaluation”.
- The Director of Financial Aid along with the Financial Aid committee reviews all appeals and generally considers the factors in determining whether a student should be re-instated: the student’s prior record, the student's GPA, the student's reason for lack of progress and the documentation provided. Terms of the appeal could include a limit on the number of hours that a re-instated student may use for Financial Aid Hours of Enrollment. Other conditions of re-installation may be imposed at the discretion of the Financial Aid Director. Cloud County Community College will notify students of the results of the SAP review.
- If an appeal is not granted, or if the appeal is not submitted, students must meet the minimum SAP standards. Students who meet this requirement will have their financial aid reinstated upon written request. Students, who have "incomplete” for a grade and are placed on denial due to this “I”, will remain on suspension until the “incomplete” is changed to a passing grade. Therefore, if a student does not complete the class before final enrollment for the next term, they will be expected to pay or make arrangements with the business office for that class. It is the student’s responsibility to report all grade changes to the Financial Aid Office. A re-evaluation of the student's SAP will be conducted at that time. The student may also submit a Satisfactory Academic Progress appeal for consideration in regard to the “incomplete” if it is not satisfied by the next award period.
- In conjunction with the appeal for reinstatement the student will be placed on an Academic Plan and must meet the requirements of the Academic Plan to be eligible for Federal Financial Aid in the next semester enrolled. Failure to meet the conditions of the students’ academic plan will result in Financial Aid Denial and make the student ineligible for further federal financial aid at CCCC. Please contact the Financial Aid office before the first day of class for the semester of enrollment following the denial.

REPEATED COURSEWORK. A student may receive Federal Financial Aid for any repetition of a course as long as the student has never passed the course. However, once a student has passed a course, the student may receive Federal Financial Aid for only one retaking of that course. A student may not receive Federal Financial Aid for any second or subsequent repetition of a passed course, and a second or subsequent repetition of a passed course may not count toward the student's enrollment status for Federal Financial Aid.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS
This notice provides information on the penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also provides notice on how to regain eligibility after conviction of a drug-related offense.

The institution will provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

Suspension of Eligibility for Drug-related Offenses
(1) IN GENERAL- A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

For conviction of the possession of a controlled substance, the ineligibility periods are as follows:
- First offense .................................................................1 year
- Second offense .........................................................2 years (from date of conviction)
- Third offense ..............................................................Indefinite.

For conviction of the sale of a controlled substance, the ineligibility periods are as follows:
- First offense .................................................................2 years (from date of conviction)
- Second offense ..............................................................Indefinite.
- Second offense ..............................................................Indefinite.

(2) REHABILITATION- A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make them ineligible again.

Students denied eligibility for an indefinite period can regain it, either after successfully completing a rehabilitation program (as described above, which includes passing two unannounced drug tests from such a program), or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify they have successfully completed the rehabilitation program.

STUDENT RIGHTS & RESPONSIBILITIES
You have the right to know:
- What financial assistance programs are available.
- The deadline for submitting applications for each of these programs.
Student Services

- How financial aid eligibility is determined and how financial assistance is awarded.
- An accurate estimate of the total cost of attending CCCC, including tuition/fees, room/board, transportation, books/supplies, and miscellaneous expenses.
- A description of the various awards in your financial aid package.
- The school’s refund/repayment policy.
- What portion of financial assistance received must be repaid and what portion is a grant.
- If the assistance is a loan, you have the right to know the interest rate, the total amount to be repaid, repayment procedures, how much time you have to repay the loan, and when the repayment begins.
- How the school determines whether you are making satisfactory academic progress and what happens if you are not.

In accepting your responsibility, you must:
- Complete all application forms accurately and submit them within deadlines to the appropriate place/person.
- Return all additional documentation, verification, corrections, and new information requested by the CCCC Financial Aid Office.
- Be responsible for reading and understanding all forms you are asked to sign, and for keeping copies of them.
- Meet all obligations of any agreement that you sign.
- Report changes in name, address and telephone to all appropriate offices promptly.
- Be familiar with CCCC policies for class adds/drops and complete withdrawal from school.

Campus Security Report
Campus crime statistics are included in the Student Academic Planner which is available to students and staff each semester. The Annual Campus Security Report can be found at www.cloud.edu under the "Safety" tab or by contacting the Director of Auxiliary Services.

Residency Requirements:
State of Kansas Residency - A student must live in the State of Kansas six months prior to the first day of class for any given semester. They must provide documentation along with a completed Affidavit of Residency form. These forms are available in the Student Records Office.
Alien Residency - Resident aliens need to provide a copy of their green card at the time of enrollment. For more information contact the Student Records Office.

Tuition and Fees
Tuition
Tuition and comprehensive fees, per credit, for the 2015-2016 academic year, are listed below. Tuition and comprehensive fees are subject to change each academic year.

<table>
<thead>
<tr>
<th></th>
<th>Concordia Campus</th>
<th>Geary Co. Campus</th>
<th>Outreach &amp; On-line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloud Co. Resident</td>
<td>$94</td>
<td>$104</td>
<td>$94</td>
</tr>
<tr>
<td>In-State Resident</td>
<td>$99</td>
<td>$109</td>
<td>$99</td>
</tr>
<tr>
<td>Out-of-State Resident</td>
<td>$104</td>
<td>$114</td>
<td>$104</td>
</tr>
</tbody>
</table>

Tuition and Fee Waiver for Dependents of Veterans and Safety Officers
Tuition and Fees will be provided free of charge to the following (subject to provisions of K.S.A. 73-1216 and K.S.A. 75-4364)
- Any dependent of a prisoner of war
- Any dependent of a person missing in action
- Any dependent of a person who has died as a result of service-connected disability suffered during the Vietnam Conflict
- Any dependent or spouse of certain military personnel who died on or after September 11, 2001, while, and as a result of, serving in active military service.
- Any dependent of a public safety officer who died as a result of injury sustained while performing the duties as a public safety officer.
- Tuition and Fees waiver will be applicable as long as the dependent is eligible, but not to exceed twelve (12) semesters of instruction.

Fees
- Nursing Fee - 1st semester ........................................................ $800
- 2nd semester ........................................................................... $775
- Audit Fee .................................................................................. $50
- First Aid & Safety Fee ............................................................. $15
- Graduation Fee ........................................................................ $40
- *Lab Fee .................................................................................. $5 per credit hour
- Music Appreciation Fee ...................................................... $10 Concordia Campus
- Wind Energy Lab Fee ......................................................... $10 per cr/hr Concordia Campus
- Parking Permit ....................................................................... $10 Concordia Campus
- Private Music Lesson .......................................................... $80
- Internet Course Processing Fee .................................. $25 per credit hour
- Transcript Fee ...................................................................... $5
- Calculator Rental ................................................................. $100 or $140
- Compass Testing Fee ........................................................... $10
- Ag Judging Lab Fee ............................................................... $200

*fees may vary

Note: Tuition and fees are reviewed annually, and are subject to change.
Refund Payment Policy
Refunds may be issued to students dropping from courses based on the following schedule.

Long Semester (16-week) Courses
1. 100% of tuition and fees, 1st through 5th class day
2. 50% of tuition only, 6th through 10th class day
3. 25% of tuition only, 11th through 20th class day
4. After 20th class day no refund
* Any refunds due to students will be made after the 20th class day or later.

Refunds for all courses less than 16 weeks will follow the same refund schedule, but will be pro-rated for the length of the course. Refer to the table below for the pro-rated schedule.

<table>
<thead>
<tr>
<th>Semester Length</th>
<th>100%</th>
<th>50%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks</td>
<td>5th day</td>
<td>10th day</td>
<td>20th day</td>
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<tr>
<td>15 weeks</td>
<td>5th day</td>
<td>10th day</td>
<td>20th day</td>
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<tr>
<td>14 weeks</td>
<td>4th day</td>
<td>8th day</td>
<td>18th day</td>
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<td>13 weeks</td>
<td>4th day</td>
<td>8th day</td>
<td>16th day</td>
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<td>12 weeks</td>
<td>4th day</td>
<td>8th day</td>
<td>15th day</td>
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<td>11 weeks</td>
<td>3rd day</td>
<td>5th day</td>
<td>14th day</td>
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<td>10 weeks</td>
<td>3rd day</td>
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<td>13th day</td>
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<td>9 weeks</td>
<td>3rd day</td>
<td>5th day</td>
<td>11th day</td>
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<td>8 weeks</td>
<td>3rd day</td>
<td>5th day</td>
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<td>2 weeks</td>
<td>1st day</td>
<td>2nd day</td>
<td>3rd day</td>
</tr>
<tr>
<td>1 week</td>
<td>1st day</td>
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</tr>
</tbody>
</table>

Students may be required to repay all or a portion of their financial aid and/or scholarship(s) after dropping or withdrawing from courses.

Procedure for Refunds:
Concordia Campus - A student must present to the Student Records Office an add/drop form signed by his/her advisor to receive a refund, according to the refund policy stated prior.
Outreach - A student must contact the local coordinator or the Outreach office for a drop/add card to receive a refund according to the refund policy stated prior. It is the student’s responsibility to return the form to the Outreach Office.
Online - An online student must contact the Advisement Center at the Concordia Campus for a drop/add card.
Geary County Campus - students should submit add/drop forms signed by his/her advisor to Student Services at the Geary County Campus to receive a refund, according to the refund policy stated prior.

Bookstore Policy & Guidelines
Refunds:
Students are entitled to the following refunds for textbooks purchased for the current semester. The Bookstore will not guarantee full refund after registration/classes begin on textbooks/materials when an instructor chooses not to use the required course materials. When textbooks are purchased weeks in advance of a semester, summer school or interterm, refund amount will be at the discretion of the Bookstore.

Full Refunds:
Full refunds or credit will be given the first week, providing new books have not been marked in or unwrapped.

Half Refunds:
Half refund or credit will be given the second week. This applies to cancelled classes and class schedule changes.

Withdrawals:
After the second week, books cannot be returned until the book buyback period during finals. Exceptions, when a student withdraws from school. A used book company's buyer's guide will be used to determine the refund price of books.

Drop/Add:
A copy of the student's class schedule, financial aid voucher, drop/add card, or a total withdrawal sheet is required to receive a refund or credit, which will be applied to the student's account.

Selling Books:
Books may be sold back to the Bookstore at the end of every semester. Students should watch for book buyback times posted at the Bookstore. Contact the Bookstore manager/staff for information concerning refunds or other questions.

A copy of the student's class schedule or drop/add card will be required before refunds can be given. Credit will be applied to your financial aid account.

Contact the Bookstore management for information concerning refunds.